



FY18 Performance Management Cycle Timeline

The following timeline is a full performance management cycle for all County employees except Management Leadership Service (MLS) and employees eligible for GSS longevity. Use this as a reference to ensure you have met the FY18 deadlines to create, edit and finalize performance plans and evaluations.

	Completed	Deadline	Action	Role
Phase 1: PLAN	<input type="checkbox"/>	July 2, 2017	OHR publishes performance plans in the Oracle Workforce Performance Management (WPM) system.	OHR WPM Plan Administrator
	<input type="checkbox"/>	August 13, 2017	Collaborate to develop employee's performance plan content.	Supervisor Employee
	<input type="checkbox"/>	August 14, 2017	Create direct reports' performance plans: <ul style="list-style-type: none">Non-bargaining Unit (NBU) employees' appraisals in Oracle WPM and/or;Paper Performance Planning and Evaluation (PPE) forms for Bargaining Unit (BU) employees.	Supervisor
	<input type="checkbox"/>	No later than 10 days after plan is established.	Provide employee with a copy of the signed performance plan.	Supervisor
	<input type="checkbox"/>	August 15, 2017	<ul style="list-style-type: none">Generate Appraisal Status Monitor reports.Ensure employee WPM appraisals and paper PPEs are created.	HR Liaison
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none">Provide and/or solicit feedback from your supervisor on your performance.Discuss training and career development opportunities with your supervisor.	Employee
	<input type="checkbox"/>		Conduct frequent performance coaching sessions throughout the year with your employees.	Supervisor
Phase 2: DEVELOP	<input type="checkbox"/>	January 31, 2018	Schedule, conduct and document mid-year progress discussions with employees.	Supervisor
	<input type="checkbox"/>		Document, sign and date mid-year progress discussion forms (electronic appraisals are date-stamped when routed).	Employee
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none">Provide and/or solicit feedback from your supervisor on your performance.Discuss training and career development opportunities with your supervisor.	Employee
	<input type="checkbox"/>		Conduct frequent performance coaching sessions throughout the year with your employees.	Supervisor
Phase 3: EVALUATE	<input type="checkbox"/>	April 14, 2018	Document and provide performance accomplishments to your supervisor on your online appraisal or paper PPE.	Employee
	<input type="checkbox"/>	April 28, 2018	<ul style="list-style-type: none">Enter performance ratings and comments on online WPM appraisals (except overall rating and comments).Enter performance ratings and comments on paper PPEs.Print hard copies of evaluations.Enter overall ratings and comments on hard copies of online evaluations.Share the hard copies-of evaluations with reviewing official.	Supervisor
	<input type="checkbox"/>	May 14, 2018	<ul style="list-style-type: none">Review hard copies of WPM performance evaluations.Approve evaluations or make recommendations to supervisors.	Reviewing Official
	<input type="checkbox"/>	May 31, 2018	<ul style="list-style-type: none">Make edits and enter overall ratings and comments on online appraisals and paper PPEs and obtain reviewing official approval.Schedule performance evaluation meetings with employees to conduct performance evaluation discussions.Sign and date evaluations.	Supervisor
	<input type="checkbox"/>	June 15, 2018	Enter evaluation summary/comments on your online appraisal or paper PPE	Employee
	<input type="checkbox"/>	June 30, 2018	<ul style="list-style-type: none">Generate Appraisal Status Monitor reports.Ensure all employee evaluations are completed in WPM and on paper PPEs.Submit paper PPEs to Core HR/Records Management – EOB 12th FloorEnsure that supervisors provide you with hard copies of their own and their direct reports completed appraisals for recordkeeping	HR Liaison
	<input type="checkbox"/>	June 30, 2018	Finalize appraisal in WPM.	Employee
	<input type="checkbox"/>	June 30, 2018	Sign and date evaluation on paper PPE (electronic appraisals are date-stamped when routed).	Employee Supervisor Reviewing Official
	<input type="checkbox"/>			

WPM Tools and Resources

Visit [Performance Management Resources](#) and [WPM System Training Materials](#) for available online resources including policies and procedures, forms and guidelines.

Questions

Your department HR Liaison is your first point of contact for performance management questions. If you have additional questions, please contact the Performance Management team at performance.matters@montgomerycountymd.gov.